



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

Carolyn Sanders, Treasurer
Committee to Elect Charles W. Sanders to U. S. House of Representatives Ohio Second District
576 Robindale Drive
P. O. Box 637
Waynesville, OH 45068

FEB 25 2003

Identification Number: C00339424

Reference: October Quarterly Report (8/13/02-9/30/02)

Dear Ms. Sanders:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Please amend your report to show election cycle-to-date figures for all aggregate amounts. (2 U.S.C. §434(b))

-Schedule C of your report fails to include information required by Commission Regulations. With every report submitted, you must provide the date incurred, the original source and amount of the loan, the due date, the interest rate, the cumulative payment, and the outstanding balance. In addition, if there are any endorsers or guarantors, their mailing address along with the name of their employer and occupation must be disclosed. Please amend your report to include the due date. (11 CFR §§100.7(a)(1) and 104.3(d))

A response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. Electronic filers must file amendments to include statements.